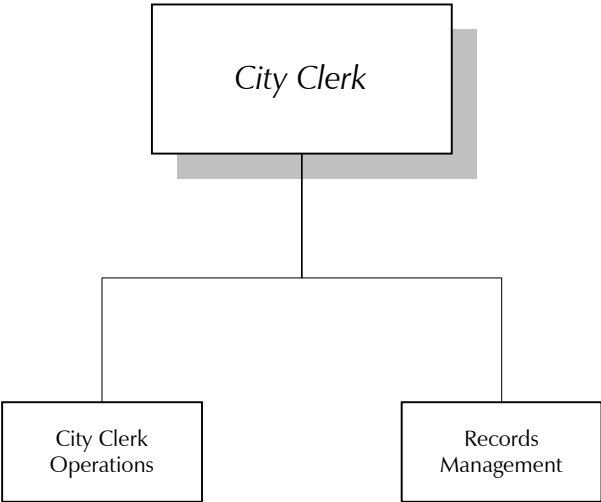


CITY CLERK’S OFFICE



CITY CLERK'S OFFICE

Department Summary

The City Clerk's Office performs a variety of functions including the following:

Response to Public. The Clerk's Office is sometimes the first stop when looking for information within the City of Fresno. This office provides friendly, accurate, timely, professional assistance to members of the public and City departments. Requests for research, copies of Council tapes and City documents, information on past Council action, and projected issues of discussion are a few of the daily services provided.

Weekly Council Agenda Process. In coordination with other City departments, the City Clerk's Office compiles, prepares, and distributes the weekly City Council Agenda and biweekly Redevelopment Agency Agenda. This process includes preparing a Preliminary Agenda; reviewing and receipt of original, signed staff reports and related information during the Agenda Conference; and finalizing the formal agenda documents for printing, posting, and mailing.

Council/Redevelopment Agency Meetings. The City Clerk and/or a Deputy City Clerk is in attendance at all noticed Council/RDA meetings to record Council action, schedule issues for upcoming meetings, and respond to requests. Minutes of each Council and RDA meeting are transcribed and finalized for approval at the next weekly meeting.

Record Keeping/Off-Site Records Center. The Clerk's Office is responsible for managing the official records of the City of Fresno. This includes maintaining records of all documents considered by the City Council during Council meetings; facilitating and coordinating up-to-date revisions to the City Code and Charter; and maintaining official records such as contracts, resolutions, ordinances, and deeds.

The Clerk's Office coordinates a citywide central off-site record's center. A Records Retention Schedule is maintained by this office and amended as necessary. Another function of the Records Center is to provide ongoing records destruction, in accordance with the records retention schedule and with approval of the involved department/division.

Political Reform Act. The Clerk's Office is responsible for administering the Political Reform Act. The Resolution setting forth classifications covered by the Conflict of Interest rules, and the required categories, is amended on an annual basis. This office receives the forms when submitted and keeps track of time deadlines for impacted employees. Those citizens' committees whose members are required to file Conflict of Interest Statements are advised of requirements for assuming office, leaving office, and annual statements.

For Campaign Disclosure Statements, incumbents and candidates are advised of filing requirements, provided necessary forms, and reminded of filing deadlines. The forms are retained in conformance with State requirements.

Employee Recognition Program. The City Clerk's Office coordinates the quarterly PRIDE program, wherein City employees are selected by their departments for outstanding effort within their units. This includes formal acknowledgment by the Council during a regular meeting, with a reception following, as well as separate department/division recognition. This office provides Certificates of Appreciation, signed by the City Manager and City Clerk, as well as letters of appreciation sent to the employees' homes.

A semiannual Employee Service Award Presentation is coordinated by the Clerk's Office to recognize those employees having worked for the City of Fresno for 10, 15, 20, 25, and more years. Individual Resolutions of Appreciation are prepared for the Mayor's signature and presented by the Councilmembers during an informal reception as a way to thank employees for their many years of service.

Community Affairs Program. Continental Cablevision airs a weekly community affairs program entitled "City in Action", which is produced by the Clerk's Office. We contact, or are contacted by, members of local organizations, charity programs, City staff, and others and coordinate an interview-type of program wherein information is provided regarding many local events and programs.

CITY CLERK'S OFFICE

In FY 02, the department will continue its primary function of providing support to the City Council by noticing, preparing, and distributing the City Council Agenda and drafting complete and accurate minutes for Council approval. The department will fulfill all legal requirements in accordance with state law and will provide the annual review, update, and administration of campaign disclosure and Statement of Economic Interest filing requirements.

CITY CLERK'S OFFICE

Department Appropriation and Position Summary

	FY 00 Actuals	FY 01 Amended	FY 02 Adopted
Operating Appropriations	\$ 562,700	\$ 561,100	\$ 612,400
Capital	\$ 0	\$ 0	\$ 0
Debt Service	\$ 0	\$ 0	\$ 0
Total FTEs	6.00	6.00	6.00

Operating Resources

Funding	FY 00 Actuals	FY 01 Amended	FY 02 Adopted	Percent Change
General Fund—Support	\$ 551,900	\$ 550,700	\$ 601,900	9.3
General Fund—Other	10,800	10,400	10,500	1.0
Total Operating Resources	\$ 562,700	\$ 561,100	\$ 612,400	9.1

CITY CLERK'S OFFICE

CITY CLERK **MISSION STATEMENT**

To Provide a High Level of Informational and Public Relation Services to Elected Officials, Public, and Staff. Fulfill State and Local Mandates, as Well as Prepare and Distribute Weekly Agenda Material.

City Clerk's Office

GOALS

Provide Administrative, Analytical, Technical, and Procedural Support to Council. Administer State Manadated Political Reform Act.

STRATEGIES

- Timely Response to Council Requests
- Timely Preparation of the Weekly Agendas
- Administer the Political Reform Act
- Effective Recording and Retention of Records
- Provide Off-site Storage Site for Storage, Retrieval, and Disposal of Records

PERFORMANCE MEASURES

- CCL1 Time to Complete Count
- CCL2 Time to Complete Agenda
- CCL3 Agenda Preparation Revenue Collected
- CCL4 Boxes Received
- CCL5 Boxes Destroyed
- CCL6 Count of Service Requests
- CCL7 Customer Satisfaction

City Clerk

CITY CLERK'S OFFICE

CITY CLERK'S OFFICE DIVISION

The City Clerk's Office is responsible for recording and maintaining a complete and accurate record of all City Council proceedings. The office provides administrative, analytical, technical, and procedural support to the City Council. The City Clerk's Office is also responsible for administering the State-mandated Political Reform Act, including Conflict of Interest filing requirements as recommended by the City of Fresno; the City's Records Management and Human Resources and Organizational Development (HROD) Programs; assisting in the coordination of the emergency preparedness public information effort; and a variety of special projects on an as needed basis.

The City Council approved an increase of \$39,000 to facilitate the archiving of documents through a document imaging system.

Division Appropriation and Position Summary

	<u>FY 00 Actuals</u>	<u>FY 01 Amended</u>	<u>FY 02 Adopted</u>
Operating	\$562,600	\$561,100	\$612,400
Total FTEs	6.00	6.00	6.00

Objective

- < Reduction to meet 1.5 percent target
- < Maintain current service levels

Items Adopted to Enhance/Maintain Objective

- < Conversion of Senior Records Clerk to Senior Administrative Clerk and salary savings until filled \$ (6,500)
- < Salary increase for the City Clerk 2,500

Performance Measures

Performance measures tied to the objectives and other significant service level estimates for FY 01 and Adopted for FY 02 are presented in the following table.

	<u>FY 01 Estimates</u>	<u>FY 02 Adopted</u>
Hours to complete agenda	18	18
Agenda preparation revenue collected	\$17,000	\$17,600
Boxes received	554	554
Boxes destroyed	600	600
Percentage of satisfied customers	n/a	90 percent

CITY CLERK'S OFFICE

City Clerk's Office Division Appropriations

Council approved the creation of "Budget Hold" contingencies as part of the Adopted budget. Ten percent of an organizational unit's appropriations were reclassified from the Personnel and Non-Personnel object levels into Contingency. It is anticipated that the appropriations will be reclassified back into the Personnel and Non-Personnel object levels upon Council direction, subsequent to further review and evaluation of anticipated revenues to be collected.

Expenditure Category	FY 00 Actuals	FY 01 Amended	FY 02 Adopted	Percent Change
Employee Services	\$ 289,600	\$ 278,000	\$ 272,300	
Purchased Prof and Tech	100	0	0	
Purchased Property Services	2,200	1,900	2,300	
Other Purchased Services	10,400	7,200	7,700	
Supplies	1,300	4,500	5,800	
Other Objects	400	400	600	
Interdepartmental Charges	258,700	263,500	266,500	
Contingencies	0	5,600	57,200	
Total Division Costs	\$ 562,700	\$ 561,100	\$ 612,400	9.1

City Clerk

Division Staffing and Costing

The table shows the FY 02 Full-Time Equivalent (FTE) authorized permanent and temporary positions for the program. For most divisions, the employee services expenditure category will not match this total. The reason is that this report shows a list and the cost of the permanent and temporary positions in this program; it does not include costs for overtime, premium pay, contract extra help, etc., which are included in the employee services total for each division. The "Adopted Average" column reflects the average cost per Adopted FTE position(s) as budgeted. The Type column indicates "F" for Full-time, "P" for Part-time, "I" for Intermittent, and "T" for Temporary.

Type	Job Title	FY 01 FTE	FY 02 FTE	Adopted Average
F	Administrative Clerk II	1.00	1.00	\$ 27,700
F	Assistant City Clerk	1.00	1.00	43,100
F	City Clerk	1.00	1.00	85,200
F	City Records Specialist	1.00	1.00	37,100
F	Senior Administrative Clerk	0.00	1.00	32,100
F	Senior Records Clerk	1.00	0.00	0
F	Senior Secretary	1.00	1.00	33,700
Total Division FTEs		6.00	6.00	

